THIS AIM USER GUIDE EXPLAINS THE CERTIFICATION PROCESS FOR CERTIFYING BEHAVIOR DATA TO THE OPI BY THE PRIMARY USER.

*NOTE: IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. *DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

Behavior- Primary User (Authorized Representative): How to Certify Behavior Data to the OPI

AIM User Guide

This AIM user guide explains the certification process for certifying behavior data to the OPI by the Primary User, also known as the Authorized Representative (AR). Information pertaining to behavior incidents will contain personally identifiable and sensitive information. Caution and discretion should be used when viewing and/or exporting this data to a secure area on your computer/network.

*This certification process should only be done after the Behavior student data checks 20XX-XX reports have been run within the data validation area.

NOTE: *Incidents which take place during the reporting period that meet the following criteria must be reported:*

- An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or a 21st Century student. In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21st Century students are required for federal reporting; or
- An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting.
- For questions pertaining to 21st Century students, please contact Amanda Domino 431-0466.
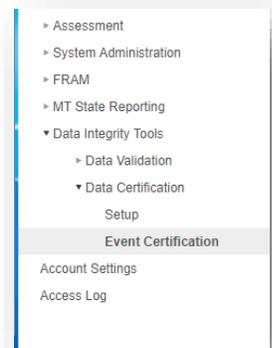
Certifying Behavior Data to the OPI

1. Login to your local Infinite Campus – AIM site.
2. Under the **Index** tab, select **Data Integrity Tools**.
3. Select **Data Certification**.
4. Select **Event Certification.**
5. Under **Event Certification Editor** you will see two different <u>Behavior</u> <u>Events</u>: **You may need to scroll down to find the most recent Behavior Incident List.**
6. Select **Behavior Incident List to certify 20XX-XX** (the X's represent the current school year.) – select current school year. *This is the list that you will certify to the OPI.*
   <mark>NOTE</mark>: Districts can export their **Behavior Incident List to certify 20XX-XX** so that they can refer to it when needing the school year data for other federal reports. Exporting this file to a CSV format allows you to re-arrange the formatting of this data such as sorting by school. (This is optional, not required.)

7. After you have selected the current **Behavior Incident List to certify 20XX-XX** under the Event Certification Editor, an Event Detail box will appear. Locate the Data Validation Groups blue hyperlink that reads: *BEHAVIOR STUDENT Incident List TO CERTIFY.* Click this link. A report will pop up. It lists all incidents for your school district that have both a state mapped *event* and a state mapped *resolution*. Check for accuracy.
   <mark>NOTE</mark>: This list only shows incidents that contain both an MT Event code and MT Resolution code.

8. Once you have viewed the report and no additional changes are necessary, return to the current **Behavior Incident List to certify 20XX-XX** Event Detail field again**.**
9. Scroll down to the Status area and select the **Certify & Submit** button. A message will appear that your information has been submitted. *If your school or district has more than one Primary User then all Primary Users must certify the data before it is considered complete.*
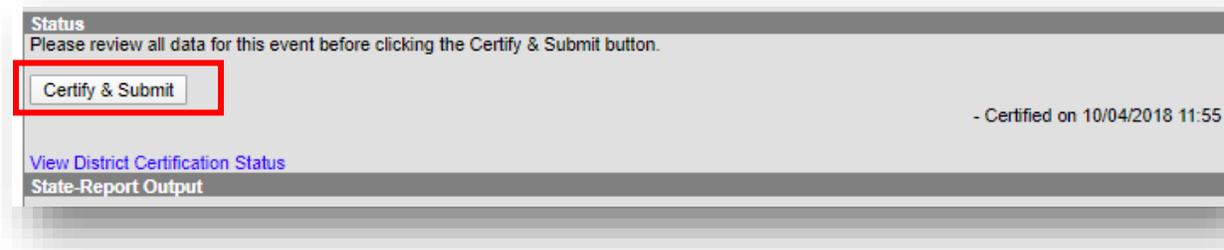
NOTE: For larger districts you may want to export this information by following step 10 below which allow you to re-arrange the formatting of this data such as sorting by school.

10. (OPTIONAL) Once your data is certified and submitted, you may let your Secondary User know that they can go back to the **Data Validation** module and export the **BEHAVIOR STUDENT Incident List TO CERTIFY** report as an excel file if desired.

For more information, contact Kristie Sears at 1-406-444-0685 or

Submit an AIM Help Desk Ticket